To,

The Project Director,

Sindh Mass Transit Authority,

Govt Of Sindh.

Karachi.

Subject: Application For The Post Of (**Office Helper**)

Respected Sir,

Being given to understand by the some reliable sources that there are a few Vacancies

For the subjected post, lying under your kind control,

I beg to offer my services from the same with following particulars:

My Particulars are as under

Name :	Muhammad Usama Manzoor.	
Father Name :	Manzoor Hussain.	
Date of Birth :	01-07-2002.	
CNIC #	42401-8662409-5.	
Domicile/PRC :	SINDH-U, Karachi (District Keamari).	
Marital Status :	Single.	
Qualification :	Matric From Karachi Board.	
	Intermediate From Karachi Board.	
	DAE in CIT From S.B.T.E Karachi (Continued…).	
Working Experience :	Worked as a "Junior Clerk" at Bannu Travel & Tours.	(02 Year).
	Worked as a "Naib Qasid" at Al Munaaf Garments.	(01 Year).
	Worked as a "Receptionist" at A M Collegiate.	(02 Year).
Postal Address :	House No B-64, Block No 04, Metroville S.I.T.E Karachi.	
Contact #	+92-312-1224083	
Email :	iamusamakhan299621@gmail.com	

I assure you of my best abilities dedication and honest and you will be find a good addition in your team.

I shall be very grateful try to my best satisfy you and your superiors with my hard and honest work.

Thanking You

Yours Obedient

Muhammad Usama Manzoor

CURRICULUM VITAE

MUHAMMAD USAMA MANZOOR

CONTACT # +92-312-1224083

EMAIL :iamusamakhan299621@gmail.com

OBJECTIVE :

To find a challenging in a reputed organization that can enhance my existing capabilities and in which I may utilize my competence in the best and interest of all stake holders and give benefits to organization.

PERSONAL INFORMATION

Father's Name:
Manzoor Hussain

Date of Birth:
01-07-2002

Marital Status:
Single

Gender:
Male

Address:
House NO B-64, Block NO 04,
Metroville S.I.T.E Town,
Karachi

CNIC #
42401-8662409-5

Domicile:
Sindh Urban, Karachi
District: Keamari

Hobbies:

Computer Games
Traveling
Studying
Cricket

Languages:

Urdu
English
Pashto
Hindko

Professional Strength:

Organized
Punctual
Work Effectively
Ready Accept New Challenges

ACADEMIC QUALIFICATION

Matric	:	From Karachi Board.
Intermediate	:	From Karachi Board.

TECHNICAL QUALIFACTION

DAE In C.I.T (Continued)	:	From SBTE

COMPUTER COURSE

Graphic Designing	C.I.T

COMPUTER SKILLS

MS Office	Galileo	Windows
Google	Email	

Professional Skills:

Digital Literacy	E-Commerce Management
Freelancing	

WORKING EXPERIENCE:

Junior Clerk: **BANNU TRAVELS**
2 Year — Worked as a "Junior Clerk" at Bannu Travel & Tours.

Naib Qasid: **AL Munaaf Garments**
1 Year — Worked as a "Naib Qasid" at Al Munaaf Garments.

Receptionist: **A M Collegiate**
2 Year — Worked as a "Receptionist" at A M Collegiate.

REFERENCES

Reference will be provided on request/demand.

SERIAL NO.
0085705

B33080

Board of Secondary Education, Karachi

STATEMENT OF MARKS
S.S.C. EXAMINATION

SCIENCE GROUP

EXAMINATION	**ANNUAL 2017**	ROLL NUMBER	**362460**
NAME	MUHAMMAD USAMA MANZOOR		
FATHER'S NAME	MANZOOR HUSSAIN		
DATE OF BIRTH	01-07-2002 (FIRST JULY TWO THOUSAND TWO)		
NAME OF SCHOOL	A.M. FOUNDATION ACADEMY		
	D-185-A, BLOCK-4, METROVILLE, S.I.T.E.		

S.NO.	SUBJECTS	MAXIMUM MARKS		MINIMUM MARKS		OBTAINED MARKS			REMARKS
		TH	PR	TH	PR	TH	PR	TOTAL	
1	SINDHI SALEES	75		25		29		29	
2	URDU NORMAL	75		25		44		44	
		150		50				73	
3	ENGLISH PAPER I	75		25		43		43	
4	ENGLISH PAPER II	75		25		40		40	
		150		50				83	
5	PAKISTAN STUDIES	75		25		57		57	
6	BIOLOGY	85	15	28	05	50	10	60	
7	CHEMISTRY	85	15	28	05	35	09	44	
8	ISLAMIAT	75		25		59		59	
9	MATHEMATICS	100		33		43		43	
10	PHYSICS	85	15	28	05	52	14	66	

GRAND TOTAL: 485 / 850 GRADE: C

06-August-2017

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Sl.No.
ZF-048775

Roll No.
362460

Board of Secondary Education, Karachi

بورڈ آف سیکنڈری ایجوکیشن کراچی

Secondary School Certificate Examination, 2017

SCIENCE GROUP

Certified that MUHAMMAD USAMA MANZOOR

Father/Guardian's Name MANZOOR HUSSAIN

whose date of birth is FIRST DAY OF JULY TWO THOUSAND TWO has duly passed the Secondary School Certificate Examination held in the month of MARCH - 2017 as a REGULAR Candidate in the subjects mentioned below and has been placed in GRADE C He/She obtained 485 Marks out of 850

COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU NORMAL	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ISLAMIAT	

COMPONENT III
He/She offered
XXXXXXXX
as Vocational Subjects and has been awarded grade XXX by his/her Institution on the basis of Internal Assessment.

DATED 01/12/2018

Syed Muhammad Ali Shaiq
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

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A.M. FOUNDATION ACADEMY

Registered & Recognised

Plot No.D-185/A Block 4,
Metroville SITE Karachi.

G. R. No. 591
Roll No. 362460
Group Science

Date : 08-09-2017

Provisional / Character Certificate

Certified that Mr./Miss MUHAMMAD USAMA MANZOOR
S/o. ~~D/o~~. Mr. MANZOOR HUSSAIN *was a student of this school from* 2005 *to* 2017
He / She bears good moral character. The Date of Birth as per our record is 01-07-2002 (First July Two thousand two)

COMPULSORY SUBJECTS

1. English
2. Urdu Compulsery
3. Sindhi Compulsery
4. Pakistan Studies
5. Islamiat

Principal
A.M FOUNDATION ACADEMY
D-1, 85/A, Block-4
Metroville S.I.T.E. Karachi.

OPTIONAL SUBJECTS

1. Physics
2. Chemistry/~~General Science~~
3. Mathematics Elective
4. ~~Civics~~
5. Biology/~~Economics~~

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352828

BOARD OF INTERMEDIATE EDUCATION KARACHI

H.S.C PART - I & II INTERMEDIATE EXAMINATION (Annual - 2020)

Statement of Marks

Marks Sheet No. 00330557-1

Group PRE-MEDICAL

Roll No. 629540

Enrolment /Registration No SCO1/SM/E-0044/2018

Name MUHAMMAD USAMA MANZOOR

Father's Name MANZOOR HUSSAIN

College / Private GOVT. DEGREE SCIENCE & COMMERCE COLLEGE ORANGI TOWN

Subject	Part I Marks				Part II Marks				Combined				%	Remarks
	Max.		Secured		Max.		Secured		Max.		Secured			
	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.		
URDU NORMAL	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
ENGLISH NORMAL	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
ISLAMIC EDUCATION	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
PAKISTAN STUDIES	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
CHEMISTRY	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
PHYSICS	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass
BIOLOGY	-	-	-	-	-	-	-	-	-	-	-	-	-	Pass

Total	Max Marks I	Secured Marks I	Max Marks II	Secured Marks II	Total Max. Marks	Total Sec. Marks	Over All %	Grade
	550	229	550	229	1100	458	41.64	D
In Words	Four Hundred Fifty Eight Only							
Grace/Grade Raised								

NOTE: The regular and private candidates promoted/declared pass due to the outbreak of COVID-19 pandemic and the marks awarded for HSC Annual Examination 2020 (Part I & II) is the best prediction of candidate's performance and formulae and guidelines approved vide (Amended) Act of 2020 adopted by the Sindh Education Boards and recognized by the Inter Boards Committee of Chairmen (IBCC).

E. & O.E.

Prepared By IT Department

CONTROLLER OF EXAMINATIONS

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Govt. Degree Science & Commerce College

ORANGI TOWNSHIP, KARACHI-75800.

01976

Provisional & Character Certificate

This is to certify that Mr. Muhammad Usama Manzoor

son of Mr. Manzoor Hussain

bearing Roll No. 629540 *and Enrolment No.* SC01/SM/E-0044/018

has passed his Higher Secondary Certificate *Annual / ~~Supplementary~~ Examination of the* Board of Intermediate Education, Karachi *in the year* ~~199-~~ 2020 *as declared in the local news papers & placed* D *Grade.* (458)

I also certify that to the best of my knowledge and belief the student bears a good moral character & during the period on the rolls his conduct has so far been satisfactory.

GOVT. DEGREE SC. & COMM. COLLEGE ORANGI TOWN KARACHI-75800

Place : KARACHI

Dated: 13-10-20

PRINCIPAL
Govt. Degree Sc./Com. College
Orangi Township Karachi.

PRINCIPAL

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APPENDIX XIV
FORM 'P-1'

No. Dw/11335/2018.

The Pakistan Citizenship Act, 1951 (II of 1951) and rules made thereunder (Vide Rule 23)

CERTIFICATE OF DOMICILE

Whereas MUHAMMAD USAMA MANZOOR (In block letters) S/o - D/o - W/o MANZOOR HUSSAIN (In block letters)

has applied for a certificate of a domicile under the Pakistan Citizenship Act, 1951 (II of 1951,) alleging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the conditions laid down in section 17 of the Act for the grant of a certificated of domicile and fulfilled in the said MUHAMMAD USAMA MANZOOR case.

Now, therefore, in pursuance of powers conferred by said Act and rules the made thereunder, the undersigned hereby grants to the said MUHAMMAD USAMA MANZOOR this certificate of domicile.

In witness whereof I have subscribed my name this day of

Signed

Name

Designation

THE DEPUTY COMMISSIONER KARACHI WEST

03 OCT 2019

THE DEPUTY COMMISSIONER KARACHI WEST

PARTICULARS RELATING TO THE APPLICANT

Full Name MUHAMMAD USAMA MANZOOR

Father's Name MANZOOR HUSSAIN

Address in Pakistan H.NO.B/23,METROVILLE,BLOCK 4,SITE AREA,KARACHI.

Address in the country out side Pakistan

Place of domicile { Place KARACHI, Prov./Admn. SINDH } Tehsil SITE Distt. KARACHI WEST

Date of arrival in the Place of domicile SINCE BIRTH, 01.07.2002

Married / Single / Widow / Widower SINGLE

Name of wife of husband

Name of children and their ages

EDUCATION:
SSC PASSED FROM KARACHI,

Trade or Occupation STUDENT

Marks or Identification NIL

N.I.C. No. 42401-8662409-5

THE DEPUTY COMMISSIONER KARACHI WEST

Name

Designation

THE DEPUTY COMMISSIONER KARACHI WEST

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P.R.C. NO. DC/ 12918/2019

DATED: 03 OCT 2019

FORM "C"

(See Rule 5 (I) (a)

Form of certificate of permanent residence in the Province of Sindh for the Purpose of admission to an educational institution specified in rule 2 (I) of the Sindh Permanent Residence Certificate Rules, 1971.

PERMANENT RESIDENCE CERTIFICATE

THE DEPUTY COMMISSIONER KARACHI WEST

I hereby certify that for the reasons given below Mr./Mrs./Miss. MUHAMMAD USAMA MANZOOR S/o. / D/o. MANZOOR HUSSAIN has his / her permanent residence in H.NO.B/23,METROVILLE,BLOCK 4,SITE AREA,KARACHI. here enter name of place Karachi WEST District in the Province of Sindh

This certificate is granted Solely for the purpose of admission to an educational institution in Sindh.

42401-8662409-5

THE DEPUTY COMMISSIONER KARACHI WEST

(here enter reasons)

1- ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

For DEPUTY COMMISSIONER KARACHI WEST

Deputy Commissioner

( )Karachi

Place : Karachi WEST

Dated the 03 OCT 2019 20

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P.R.C. NO. DCK/108/2020

DATED: 17 DEC 2020

FORM "D"

(See Rule L (l) (b)

Form of certificate of permanent residence in the Province of Sindh for Purpose of recruitment to the Public Service of Sindh.

PERMANENT RESIDENCE CERTIFICATE

THE DEPUTY COMMISSIONER KARACHI WEST

I hereby certify that for the reasons given below Mr./Mrs./Miss. MUHAMMAD USAMA MANZOOR S/o. / D/o. MANZOOR HUSSAIN

has his / her permanent residence in H.NO.B/23,METROVILLE ,BLOCK 4, SITE AREA KARACHI. here enter name of place

Karachi WEST District in the Province of Sindh

This certificate is granted for the purpose of recruitment to the public service in Sindh.

CNIC NO: 42401-8662409-5

THE DEPUTY COMMISSIONER KARACHI WEST

(here enter reasons)

1- ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

Place : Karachi WEST

Dated the 17 DEC 2020 20

For DEPUTY COMMISSIONER
KARACHI WEST
Deputy Commissioner
( )Karachi

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PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Muhammad Usama Manzoor
محمد اسامہ منظور

Father Name
Manzoor Hussain
منظور حسین

Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
42401-8662409-5	01.07.2002

Date of Issue	Date of Expiry
04.04.2022	04.04.2032

55880

Holder's Signature

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42401-8662409-5

موجودہ پتہ: مکان نمبر B/23، بلاک 4، محلہ میٹرووِل سائٹ
ایریا، کراچی غربی

مستقل پتہ: مکان نمبر B/23، بلاک 4، محلہ میٹرووِل سائٹ
ایریا، کراچی غربی

505492039975

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

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